

Request to Move on the Economy

(Single/Unaccompanied E1-4)

Name: _____ Rank: _____ CMD: _____
(Last, first) (E2, E3...) (USNH, NSA OPS...)

Phone: _____ Reported: _____ PRD: _____ Room # _____ Bldg. # _____
(Date Arrived in Naples) (When you leave Naples)

Received Financial Counseling: _____ Date: _____ **Page 13 entry completed/entered in Service Record.**
(Authorized "Command Financial Specialist" trained by FSC) **A copy of the Page 13 and Financial Worksheet is attached.**

Note: CFS - Use the approved "Personal Financial Management" program authorized by the FSC.

An actual (while in the BH) budget and a projected (on the economy) budget for the member must be completed. Utilize a monthly average of \$100 for electric bill and \$100 house gas bill.

Attended "Moving on the Economy" class from FFSC:

FFSC Representative: _____ Date: _____
Signature

LCPO Recommends:
Approval/Disapproval: _____ Date: _____
Signature

Division Officer Recommends:
Approval/Disapproval: _____ Date: _____
Signature

Department Head/OIC/CO:
Approved/Disapproved: _____ *Date: _____
Signature

***If Approved, this request expires in 45 days from above date.** Member must vacate BH or re-submit request.

Bachelor Housing Mgr/Officer:
_____ BH is at or above 95% occupancy and this member is authorized to move to the economy and receive MIHA/OHA.
_____ BH is **below** 95% occupancy. This member is not authorized MIHA/OHA.
_____ Member elects to move out without MIHA/OHA.
_____ Member elects to go on a waiting list (Wait for 95% occupancy)
_____ Member has SBAH in last permanent duty station. Authorized receive MIHA/OHA

BH Mgr/Recommends:
Approval/Disapproval: _____ Date: _____
Signature

Navy Housing Welcome Center:
Service Member authorized to receive showing services: _____ Date started: _____
Hsg Rep Signature

- Once you have the contract signed and date of move is established, call your appropriate BH Bldg. Mgr to have your room pre-inspected.
- Make appointment for a final inspection.

Final Inspection Completed: _____ Date: _____
Bldg Mgr Signature

- Attach final inspection sheet to this package.

Linen turned in: _____ Date: _____
BH Rep. Signature

Bring entire package to the Capo Inn front desk for a complete check out.

Member has vacated Bachelor Housing on the below date:

Date: _____ BH Desk Clerk: _____ BH Stamp:
Signature

- Bring entire package and Lease to PSD.